



PUBLIC NOTICE OF DESIGNER SELECTION

Designer Selection Board

Telephone: 617-727-4046 | www.mass.gov/dsb

DSB List#: 21-18
Notice Date: July 7, 2021
Submission Date: July 28, 2021 At 2:00 PM
Project Number: Brooke 2021-01
Project Title: Brooke Charter Schools Roof Replacement and HVAC Upgrades
Project Location: 190 Cummins Hwy, Roslindale, MA 02131
Awarding Agency: Brooke Charter Schools
Available Amount: n/a
Estimated Construction Cost: \$2,500,000- \$3,000,000
Study Fee: n/a
Design Development: To be negotiated
Final Design: To be negotiated

Prime Firm Requested:

- ☒ Architect
☐ Engineer
☐ Landscape Architect
☐ Interior Designer
☐ Programmer
☐ Construction Manager

Contract Type:

- ☒ Specific Assignment

Immediate Services Authorized:

- ☐ Building Study
☐ Schematic Plans and Outline Specifications
☒ Design Development Plans and Specifications
☒ Construction Plans and Specifications
☒ Administration of Construction Contract

AGENCY INFORMATION

Brooke Charter Schools (“BCS”) is a network of high-performing charter public schools in Boston, including locations in Roslindale, East Boston and Mattapan. Our mission is to provide an academically rigorous public education that ensures students are prepared to succeed in college and beyond.

Brooke Charter Schools is proudly named after the late Senator Edward W. Brooke, the first African-American popularly elected to the U.S. Senate. First elected in Massachusetts in 1966, he represented our state in the Senate from 1967 to 1979. Not only does our school seek to carry forward his legacy of excellence and public service, but we are pleased to have had his personal support of our efforts before he passed in 2015.

This year, Brooke serves 1,975 scholars in grades kindergarten through twelve. Ninety two percent of Brooke scholars are Black and Latinx. Our scholars reside in neighborhoods where the average family income is \$38,194. Brooke families primarily live in Dorchester, Hyde Park, East Boston, Mattapan, Chelsea, and Roxbury.

Initially founded as a middle school by Jon Clark (current Co-Director of Brooke Charter Schools) and Brett Peiser (current CEO of Uncommon Schools) in 2002, Brooke Roslindale grew into one of the highest performing schools in the city and state. Brooke’s Roslindale location currently serves 500 students in grades K-7.

At Brooke, we focus on recruiting, developing, and retaining great teachers. Our definition of great teaching incorporates three critical elements: 1) putting the thinking on kids, 2) challenging and knowing every student, and 3) supporting all scholars to identify as achievers. This has led to exceptional results including:

- **Top Ten in the State for Student Growth, in both ELA and math, in grades 3-8 based on 2019 MCAS.**
- **Designated a Massachusetts School of Recognition for excellent achievement in 2019.**
- **Best Open Enrollment School in Boston based on 2019 MCAS results for grades 3-8.**

SCOPE OF WORK

OVERVIEW:

The BCS Roslindale campus is a multi-story facility of approximately 64,000sf, comprised of three (3) adjoining buildings with several roof areas. The original structure was built in 1916, with two (2) additions consisting of a classroom wing and a gymnasium built in 1956 and 1961 respectively. Facades consist of mass masonry and veneer masonry walls with metal windows. Roofing systems are low-sloped, single-ply elastomeric membranes and insulation over concrete and T&G wood decking. Roofing and flashings are in poor condition and need replacement as identified in the June 01, 2021 Roof Evaluation performed by Gale Associates, Inc. Existing HVAC systems consist of steam boilers, split DX heat pumps systems, slit DX air conditioning systems and single

zone rooftop units. HVAC systems upgrades have been identified in the January 15, 2021 HVAC Assessment prepared by STV.

BCS is looking hire an architectural team for architectural services in order to replace its roofing systems and upgrade its HVAC systems. Due to its limited Summer break and preference not to have construction work occur during the school year, Brooke envisions a four (4) year plan with associated bid packages to execute the Work. BCS is hoping the phasing and overall completion schedule can be compressed/accelerated and welcomes alternate ideas from the selected design team. BCS has hired STV-DPM as our OPM for this project.

BUDGET:

Hard cost construction only is estimated at \$2,500,000- \$3,000,000. Total project cost is estimated at \$2,900,000- \$3,400,000. The project will be funded by a combination of equity and debt.

MILESTONE SCHEDULE:

Architect Selection through the DSB	August 2021
Phase I- Roofing Design Development	Fall 2021
Phase I- Roofing Construction Documents Complete	November 2021
Phase I- Roofing Bidding	November-December 2021
HVAC "A" Design Development	December 2021-April 2022
Phase I- Roofing Construction	Late June 2022- August 2022
Phase II- HVAC "A" Construction Documents Complete	November 2022
Phase II- HVAC "A" Bidding	November-December 2022
Phase II- HVAC "A" Construction	Late June 2023- Mid August 2023
Phase III- HVAC "B" Construction Documents Complete	November 2023
Phase III- HVAC "B" Bidding	November-December 2023
Phase III- HVAC "B" Construction	Late June 2024- Mid August 2024
Phase IV- HVAC "C" Construction Documents Complete	November 2024
Phase IV- HVAC "C" Bidding	November-December 2024
Phase IV- HVAC "C" Construction	Late June 2025- Mid August 2025

PROJECT PHASE DETAILS:

Studies: Please see supporting documents on page 4.

- **Permits and Approvals:** Work with Owner and owner's representative to identify and obtain all required permits and approvals. Provide design drawings as required for all permit submissions. *Building Code compliance is the architect's responsibility. Building Code consulting and any meetings with the Building Department required to obtain a building permit are included in base scope.*
- **Schematic Design:** NA

- **Design Development:** Work with Owner and owner's representative to determine document specifications, final layouts, details, and material and equipment selections consistent with the work outlined in the feasibility studies. Clarify and define that stage's design decisions are in line with the design objectives, cost and schedule constraints.
- **Construction Documents:** Prepare final construction documents and bid documents to facilitate accurate and dependable final pricing through the public bid process.
- **Bid Phase:** Perform all necessary bid phase services Contractor and Subcontractor prequalification is not anticipated.
- **Construction Phase:** Perform Construction Administration and project close-out duties per the Agreement between Owner and Architect.

SUPPORTING DOCUMENTS

[The June 01, 2021 Roof Evaluation performed by Gale Associates, Inc.](#)

[The January 15, 2021 HVAC Assessment prepared by STV](#)

A SITE VISIT AND BRIEFING SESSION IS NOT ANTICIPATED.

PROJECT REQUIREMENTS

AFFIRMATIVE MARKETING

MBE/WBE Participation

BCS has established minimum MBE/WBE combined participation goals of 12.8% for this project, with 7.1% WBE and 5.7% MBE targets. Applicants from MBE/WBE firms as prime are strongly encouraged.

Additional Diversity Program:

Veteran Owned Business Participation Benchmark - Chapter 108 of the Acts of 2012; Executive Order 565 The Commonwealth encourages the participation of Service-Disabled Veteran-Owned Business Enterprises ("SDVOBE") and Veteran-Owned Business Enterprises ("VBE") on its design projects. The benchmark for combined SDVOBE and VBE participation on DCAMM and other Executive Branch agencies design projects is 3% of the contract price as set forth in the standard DCAMM Study and Design Contracts referenced above.

Zoning and Permitting

Due to the nature of the work, no zoning or permitting issues are anticipated beyond standard contractor work permits and DEP Haz-mat procedures.

Schedule

Work to begin immediately for Phase I- Roofing, with target completion anticipated for August 2022. See milestone schedule above for additional information on phasing.

Construction Specifications

The designer shall be responsible for creating detailed comprehensive Specifications specifically suited to the project in Standard CSI format.

Cost Estimating

One detailed cost estimate and cost estimate reconciliation will be included in the Scope of Work as follows: at 90% completion of Construction Documents for each phase of work (four estimates total).

Project Delivery

The project will be designed, bid and constructed according to public construction law, Chapter 149.

Financial Statement

Chapter 7C, Section 51 requires that on public design contracts where the total design fee is expected to exceed \$30,000 AND for the design of a project for which the estimated construction cost is expected to exceed \$300,000 the designer shall:

- a) File its latest CPA or PA financial statement with BCS, and continue to do so annually throughout the term of the contract;
- b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls and expresses their opinion regarding those controls to BCS.

CONTRACT REQUIREMENTS

Contract for Design, and Construction Administration Services

The applicant agrees to execute a mutually agreeable, modified AIA contract. *No costs shall be incurred or work performed before all contract documents are properly executed and a project Notice to Proceed is issued in accordance with the terms of the contract.*

Applicants are advised that certain documents are required as a condition of contract execution, including, without limitation, evidence of professional liability insurance in an amount equal to the lesser of \$5,000,000 or 10% of the Project's Fixed Limit Construction Cost, but in no event less than \$250,000 per claim (i.e., minimum coverage of \$250,000 up to \$5,000,000 per claim depending on the construction cost). Evidence of pollution liability coverage in compliance with the Contract requirements may be carried by the Hazardous Materials Consultant identified above; all other coverage must be carried by the House Doctor. Evidence of current coverage will also be required for each Notice to Proceed issued under the contract. SPCS may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage. Note that the requirement for professional liability insurance shall apply to Contract for Final Design and Construction Administrative Services when a project is advertised for both study and design services.

CONDITIONS FOR APPLICATION

Before a designer can apply for a project within DSB jurisdiction, they must file a written "disclosure statement" in accordance with M.G.L. c. 7C, § 48. The statement provides the basis for the DSB informational database and verifies that the designer meets certain general qualification and ownership requirements detailed in M.G.L. c. 7C, §§ 44 and 48. To help firms meet this requirement, the Designer Selection Board provides an online registration system that can be accessed at <https://www.mass.gov/service-details/new-dsb-online-registration-process>. Firms must register on this platform to submit the required disclosure statement; paper disclosure statement submissions are no longer accepted. As part of applying for a particular project, firms must verify that the information provided remains accurate and up-to-date or, if necessary, submit updated information.

APPLICATION EVALUATION

Applications will be evaluated based on the DSB criteria for selection of semi-finalist and finalist appearing on the DSB website at <https://www.mass.gov/files/documents/2018/12/19/criteria-for-selection-of-semi-finalists-and-finalists-160707.pdf>. The application must include resumes for the personnel associated with the specific Personnel and Project Experience listed below. Include resumes for all personnel.

PERSONNEL

1. Architect (**Prime**)
2. Mechanical Engineer (M/P/FP)
3. Electrical Engineer
4. Code Consultant
5. Cost Estimator
6. Structural Engineer

- The title “architect” refers to design professionals that maintain a current registration with the Massachusetts Board of Registration of Architects; and
- The title “engineer” refers to design professionals that maintain a current registration in any one of the engineering categories governed by the Massachusetts Board of Registration of Professional Engineers.

EVALUTATION FACTORS

Applications will be evaluated based upon the requirements of M.G.L. Ch. 7C, § 49 and the work listed on DSB Application Form Sections 4 and 5 which illustrate current qualifications in the following areas:

1. Prior successful experience with similar renovations to elementary and secondary educational buildings of similar type and scope.
2. Demonstrated ability to design to budget and minimize construction cost changes
3. Demonstrated ability of the firm to meet the project schedule based on current workload of the staff assigned to the project, total workload of the firm, and past record of designing on tight schedules.
4. Prior successful experience on Massachusetts public construction projects under Chapter 149.

APPLICANTS PLEASE NOTE

The Designer Selection Board has transitioned to a new online system for all of its operations on the AUTOCENE Enterprise Automation Platform. We encourage everyone in the design community to enter all their information and start getting used to this powerful new product! The board no longer accepts jurisdictional applications through our old application system and all new applications must be completed within Autocene. New users can request credentials through the system login screen: <https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx?ReturnUrl=%2fFORMVERSESERVER-DSB%2fWebApp%2fHome.aspx>.